

Functional Area WBS #: 6.1 Document Control

Completed by: D.E. Klingler (ANL-W) P.A. Hugus (INEEL)

FUNCTIONAL AREA SUMMARY FORM

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1) **ACTIVITIES** needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Integrate ANL-W/INEEL databases/tools that manage controlled documents		X	X
2. Integrate ANL-W/INEEL personnel who perform document control functions			X
3. Integrate policies & procedures (i.e., Document Management Program, Controlled Document Processing/Distribution, etc.)		X	X
4. Hold "Brain-Storming" meetings to continue dialog between functional areas	X		

2) **GAP(S)**

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

A. Separate Document Control systems are utilized by ANL-W and the INEEL.

- Different database/tools must be evaluated and integrated
- Policies/Procedures must be identified and standardized to meet requirements
- Work processes must be reviewed and standardized to work with new tools/procedures

3) **Other**

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- None

4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

- No

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GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

a) Describe the gap(s) that affects the integration of ANL-W and INEEL.

Currently, there are two distinct processes used to control documents by ANL-W and the INEEL. Standardization of these processes will facilitate efficiencies. Specific focus areas include:

- Different tools/database systems must be integrated (i.e. document indexing, distribution, tracking, publishing, etc.)
- Policies/Procedures must be identified and standardized to meet requirements (i.e., Document Control Program, Document Hierarchy Document Classification/Categorization, Releasing/Publishing Controlled Documents, etc.)
- Work processes must be reviewed and standardized (i.e. electronic/hardcopy file management, training, dispositioning, etc.)

b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005: Risk 5 = operational barrier to laboratory on January 31, 2005)

Risk: 1

Description: minimal consequence on January 31, 2005

c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre- transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Identify contractual requirements		New Contractor	
1.1 Evaluate databases/tools		New Contractor	
1.2 Evaluate policies and procedures		New Contractor	
2. Draft policies and procedures		New Contractor	INL

	3/1 – 11/15 Pre- transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
2.1 Standardize/Integrate/Train to new databases/tools			INL
3. Implement policies and procedures			INL

Functional Area WBS #: 6.2 Records Management

Completed by: D.E. Klingler (ANL-W) P.A. Hugus (INEEL)

FUNCTIONAL AREA SUMMARY FORM

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1) ACTIVITIES needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Integrate ANL-W/INEEL databases/tools that manage INEEL/ANL-W records		X	X
2. Integrate ANL-W/INEEL personnel who perform records management functions			X
3. Integrate policies & procedures (i.e., Records Management Program, Storage of Inactive Records, etc.)		X	X
4. Hold "Brain-Storming" meetings to continue dialog between functional areas	X		

2) GAP(S)

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

A. Separate Records Management systems are utilized by ANL-W and the INEEL.

- Different database/tools must be integrated
- Policies/Procedures must be identified and standardized to meet requirements
- Work processes must be reviewed and standardized

3) Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- None

- 4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.
- No

Functional Area WBS #: 6.2 Records Management

Completed by: D.E. Klingler (ANL-W) P.A. Hugus (INEEL)

GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.

Currently, there are two distinct processes used to identify and manage records for ANL-W and INEEL. Standardization of these processes will facilitate efficiencies. Specific focus areas include:

- Different tools/database systems must be integrated (i.e. identification, scheduling, tracking, etc.)
- Policies/Procedures must be identified and standardized to meet requirements (i.e. identification, filing, classification/categorization, disposition, transfer to inactive storage, training, etc.)
- Work processes must be reviewed and standardized (i.e. records identification, file management, classification/categorization, responsibilities, disposition, training, transfer to inactive storage, etc.)

- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005; Risk 5 = operational barrier to laboratory on January 31, 2005)

Risk: 1

Description: minimal consequence on January 31, 2005

- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre- transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Identify contractual requirements		New Contractor	
1.1 Evaluate databases/tools		New Contractor	
1.2 Evaluate policies and procedures		New Contractor	

	3/1 – 11/15 Pre- transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
2. Draft policies and procedures		New Contractor	
2.2 Standardize/Integrate/Train to new databases and tools			INL
3. Implement policies and procedures			INL

Functional Area WBS #: 6.3 Technical Library

Completed by: D.E. Klingler (ANL-W) P.A. Hugus (INEEL)

FUNCTIONAL AREA SUMMARY FORM

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1) ACTIVITIES needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Integrate ANL-W/INEEL databases that support Library operations			X
2. Integrate ANL-W/INEEL personnel that perform Library functions			X
3. Expand electronic subscription licenses to include ANL-W/INEEL personnel			X
4. Examine and minimize duplication of Library collections (See note below)	X		
5. Combine functions (i.e. Reference/Research, Interlibrary Loans/Document Delivery, Purchasing, etc.) and standardize related policies/procedures			X
6. Hold “Brain-Storming” meetings to continue dialog between functional areas	X		

2) GAP(S)

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

A. Separate Technical Library operations are utilized by ANL-W and the INEEL.

- Different database systems must be integrated
- Policies/Procedures must be identified and standardized

- Work processes must be reviewed and standardized
- 3) Other
- Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, utilize the Gap/Risk Description form to define each gap/issue.
- Functional Area 10.1 Office Space: The INEEL Technical Library (ITL) and Argonne-West (ANL-W) Libraries are at capacity and will need to address space issues to coordinate operations.
- 4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.
- Currently there is a Memorandum of Cooperation in place between INEEL Technical Library and Argonne-West Library, which provides shared access to both sets of collections.

NOTE: Although the ANL-W Library is currently at capacity, some duplication with the INEEL Technical Library could be eliminated, thus providing modest growth space.

Functional Area WBS #: 6.3 Technical Library

Completed by: D.E. Klingler (ANL-W) P.A. Hugus (INEEL)

GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.

Currently, there are two distinct programs used to provide Technical Library services by ANL-W and the INEEL. Integration of these programs will facilitate efficiencies. Specific focus areas include:

- Work processes must be reviewed and standardized (i.e. collection development, purchasing, Interlibrary Loans, Research/Reference, safety, security, etc.)
- Different database systems must be integrated (i.e. cataloging, purchasing, Interlibrary Loans, etc.)
- Policies/Procedures must be identified and standardized (i.e. collection development, purchasing, Interlibrary Loans, Research/Reference, safety, security, etc.)

- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005; Risk 5 = operational barrier to laboratory on January 31, 2005)

Risk: 1

Description: minimal consequence on January 31, 2005

- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Identify and Evaluate work processes/databases			INL
1.1 Include appropriate personnel			INL
2. Standardize work processes/databases			INL
3. Implement new work processes/databases			INL

Functional Area WBS #: 6.4 Media Services

Completed by: D.E. Klingler (ANL-W) P.A. Hugus (INEEL)

FUNCTIONAL AREA SUMMARY FORM

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1) **ACTIVITIES** needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Integrate ANL-W/INEEL databases that support media services (i.e., Printing, Photography, Video, etc.)		X	X
2. Integrate ANL-W/INEEL personnel who perform media services tasks			X
3. Combine functions and standardize related policies/procedures.			X
4. Hold “Brain-Storming” meetings to continue dialog between functional areas	X		

2) **GAP(S)**

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

A. Separate Media Services functions are implemented by ANL-W and the INEEL.

- Different database systems must be integrated
- Policies/Procedures must be identified and standardized
- Work processes must be reviewed and standardized

B. Resources supporting Media Services for ANL-W and the INEEL are of different labor types (Represented and non-represented).

3) **Other**

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- Resources supporting a portion of this function are represented by the PACE bargaining unit (INEEL's photography, videography, printing/copy center). See WBS 1.6 Labor Relations.

4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

- No

Functional Area WBS #: 6.4 - Media Services

Completed by: D.E. Klingler (ANL-W) P.A. Hugus (INEEL)

GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.

Currently, there are two distinct programs used to provide Media Services (Printing, Photography, Video, etc.) to ANL-W and the INEEL. Integration of these functions will facilitate efficiencies. Specific focus areas include:

- Work processes must be reviewed and standardized (i.e. request routing, equipment access.)
- Different database systems must be integrated (i.e. Image and Graphics cataloging.)
- Policies/Procedures must be identified and standardized.

- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005; Risk 5 = operational barrier to laboratory on January 31, 2005)

Risk: 1

Description: minimal consequence on January 31, 2005

- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Identify and Evaluate work processes/databases			INL
2. Standardize work processes/databases			INL
3. Implement new work processes/databases			INL